

Section 7 SCHOOL CLOSINGS AND DISMISSALS

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WEATHER RELATED SCHOOL CLOSINGS AND DISMISSALS:

In case of inclement weather school may be delayed, closed or dismissed early. Public school districts provide bussing for our students. Most of our students reside in the Central Dauphin School District. Holy Name of Jesus School follows the Central Dauphin School Districts Transportation Department's decisions for delays, closings, and early dismissals.

Some students reside in neighboring school districts such as:

- Derry Township School District
- Harrisburg School District
- Lower Dauphin School District
- Steelton/Highspire School District
- Susquehanna School District

These school districts may begin/dismiss students at a different time on inclement weather days. Please be cognizant of your child(ren)'s school district announcements.

Information regarding delays/closures is available by listening to radio stations or checking their websites:

- WHP 580AM
- The Touch 1400AM
- Hot 92.1FM
- Wink 104 FM
- 93.5FM
- BOB 94.9FM
- The River 97.3FM
- KOOL 99.3FM

or watching the local media stations or checking their websites:

- WPMT - Channel 43
- WHTM- Channel 27
- WHP - Channel 21
- WGAL - Channel 8

or the Holy Name of Jesus website: www.holynameofjesus.com.

In the beginning of the school year, we include a three part dismissal form in the opening day packet for all parents/guardians to indicate specific emergency/dismissal information. In addition to the parent/guardian those persons you list on the emergency form have the authorization to pick up your child/ren. If there is a change in this information please notify the school office in writing. **A child will not go home with any other person in an emergency other than the person/s you have authorized on this form unless on this day you give us written authorization indicating your change.** We are unable to accept changes via telephone calls on the day of an emergency dismissal.

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DAILY DISMISSAL:

In the interest of safety, students are to leave school by:

- Designated School District bus/van
- Parent/guardian transportation (please see Car Rider information)
- Walking in an orderly fashion in Car Rider or bus/van line

Bicycles or other separate means of leaving school is prohibited.

Cars are not permitted to drive behind the church during the school hours of 7:30am to 8:30am and 2:30pm to 3:30pm, because of bussing and the safety of your child(ren). Please see the map on page 21 of this handbook. This action interferes with the safety of the students and the flow of bus traffic.

CAR RIDERS:

Arrival:

Parents who bring their child(ren) to school must drop them off in front of the school building. If it is before 7:50am, students should go to the Social Hall. **Morning car riders may drive up to the patio outside the Church lobby and drop off the student/s.**

The administration does make an exception at times when the students have projects, materials for projects, birthday treats or food for a seasonal party. Parents/guardians may accompany a student to the classroom to help them carry these items prior to 8:10am.

By 8:10am all students should be in their classrooms ready for announcements and prayer to begin. If any parent/guardian needs to deliver items to the student/s or classroom teacher and it is after 8:10am, please bring them to the office and the office staff will deliver these things to the appropriate classroom/teacher.

Car Rider Notes for 3:00pm Dismissal:

Due to the number of students we have at the school, please try to plan ahead and inform your child(ren) in the morning if they will be a car rider at dismissal. Please send a note with your child(ren) to give to his/her homeroom teacher/s. Parents/guardians are asked to plan ahead and call or fax (657-9135) the school office by 11:00am to request their child be a car rider that afternoon.

Children in all grades, leaving school with someone other than their parent/guardian must give a note to their homeroom teacher when they come to school that morning. The note must be from the parent/guardian and must designate the person with whom the child(ren) will be leaving. For the safety and security of all of our students, we will not allow a child to go home with anyone other than their parent/guardian without authorization. Those listed on the Emergency Dismissal Form have the authorization to pick up your child(ren). If there is a change in this information please notify the school office in writing. A written note must be presented to the school stating the name of the person authorized to pick up the child if it differs from the information on the Emergency Dismissal Form.

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Everyday Dismissal:

Children who will be leaving school as car riders will wait on the sidewalk outside the church lobby until pick-up. Parents may line up their cars in front of the church and pick up their children who will be waiting on the sidewalk. If you are in the car line, parents are not to park their car and get out of the car other than to help their child(ren) get into the car.

If a parent does not want to wait in the car line, they must park their car and walk up to the patio area to get their child(ren).

For the safety of the children, they are not permitted to cross the parking lot without adult supervision.

Only busses are permitted to drive around the back of the church/school and out by the gym between 7:30am to 8:30am and again from 2:30pm to 3:30pm!

We recognize the need for caution because of the uniqueness of our school/parish facility and the layout of our buildings. We ask you to exercise caution as you slowly drive through the campus.

Early Dismissal:

In an effort to provide greater security and organization to our scheduled early dismissal procedures, Holy Name of Jesus School has implemented the following:

- When we have a scheduled 11:30am dismissal, students will be dismissed from the Church.
- Parents/guardians will **enter** the far right front lobby door and proceed to the employee staffed tables.
- The parent/guardian signature is required to dismiss the child/ren.
- Once your child/ren are called from the church, you will be asked to **exit** the lobby from the front door closest to the church.
- Students who have scheduled bus transportation on an early dismissal day and are riding home on the bus will be called separately to wait in an alternate location for their journey home.

BUS RIDERS:

The school district in which you reside assigns the bus and the bus stop your child(ren) will have. **School districts do not permit students to ride on any other bus, or get off at any other bus stop, other than the one assigned. This rule is for the safety of your child(ren).**

Please notify the school office, as soon as possible, if there are any address changes that will affect your bussing schedule. In order to change a bus stop the parent/guardian must complete a bus change form from the school office. Please allow at least two weeks for the paperwork to go through the proper channels.

LEAVING SCHOOL EARLY:

We require a note from the parent/guardian if a student must leave school early. Please send the note to school with your child(ren). The homeroom teacher and the school office must be informed of an appointment or early dismissal with a preference to a 24-hour advance notice. All students must be signed out and picked up at the school office. Students will be called to the office when their parent/guardian arrives.

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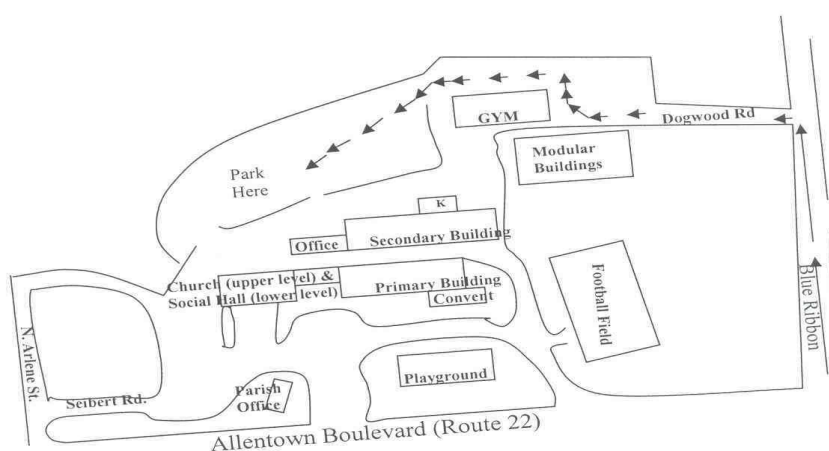
Should your child be leaving school for an early dismissal with someone other than:

- the parent/guardian
- or person listed on the emergency form

the office needs a note with the name of the person who will be picking up your child.

Children leaving school early must be picked up no later than 2:45pm or they will be dismissed with car riders at 3:00pm.

COMING TO SCHOOL DURING LUNCHTIME:



Students share the parking lot as part of their playground during lunchtime recess scheduled from 11:00am to 1:15pm. We have developed an alternate traffic pattern during this time period to reach the school office.

For the safety of our school children at Holy Name of Jesus School we are asking that you please drive around the school campus according to the map above and the instructions below:

During the hours of 7:30am through 3:30pm the students are walking around the campus to and from classes, busses are dropping off or picking up students, and the children are out at recess. For their safety we are asking all families/visitors to please *enter/exit* the school campus using Blue Ribbon Ave. and Dogwood Rd., traveling behind the gym and entering the gravel lot to park in this lot (see above diagram).

From this lot your access to the office, to sign in or pick up a child early, volunteer, etc. is easy, convenient and much closer than parking near the Parish office.

These driving instructions do not include parents who are picking their child(ren) up as car riders in the front of the church.

EMERGENCY DISMISSAL FOR REASONS OTHER THAN INCLEMENT WEATHER:

Our school safety committee has developed step by step procedures for emergency dismissals. This information is available in the school office upon request or on our website.